

This position is identified as interdisciplinary, classifiable to any of the following titles and series, depending upon the qualifications of the incumbent:

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| A. General Engineer | GS-0801-13 |
| B. Civil Engineer | GS-0810-13 |
| C. Mechanical Engineer | GS-0830-13 |
| D. Electrical Engineer | GS-0850-13 |
| E. Environmental Engineer | GS-0819-13 |
| F. Architect | GS-0808-13 |

MAJOR DUTIES

Serves as a Senior Project Manager, responsible for the overall management, control, coordination, and execution of Real Property Maintenance Activities (RPMA), Real Property Master Planning (RPMP), and Environmental Programs (EP). Implements corporate decisions, guidance, laws, regulations, and policy associated with the development of projects and intermediate products in support of projects. Integrates all Installation Support Office (ISO) functions (i.e., planning, design, cost engineering, maintenance and repair, contracting, etc.), into a comprehensive management plan in support of customer needs and other agencies' commitments. Within this plan, making assumptions and using risk analysis, integrates Executive/Congressional requirements (schedules, milestones, budgets, dependencies, responsibilities of the participating parties, contingencies, and performance measurement criteria). Obtains and maintains the ISO corporate commitment to the management plan. Participates in ISO programming decisions affecting long and short range courses of action for assigned responsibilities. Provides input to the ISO operating budget related to responsibilities assigned.

1. Coordinates planning, design, cost engineering, maintenance and repair, and environmental considerations, etc. for engineering projects of considerable scope and complexity as measured by their diversity, geographical area, management demands, technical intricacies, and public issues. Command programs managed are complicated by multiplicity of customers; major technical issues; conflicting interests of Federal, state and local government agencies, and private citizens; a variety of statutes and regulations; a high incidence requirement for special equipment, materials, design features; unique projects with special acquisition strategies, or close agency scrutiny because of size and economic implications and top level approvals required. RPMA support includes provision of advice, technical assistance, troubleshooting, and design services to customers regarding maintenance and repair of buildings and structures, utility systems and plants, roads, airfields, railroads, bridges, dams, mechanical and electrical systems, and cathodic protection systems. RPMP includes preparation and maintenance of the installation RPMP components, real property inventory (RPI), basic information maps, and future development plans. Support also includes preparation of space utilization surveys, 1391 documents, life cycle cost analyses, environmental assessments, project development brochures and detailed site plans. Effort requires extensive coordination with installations, districts, division, MACOM and HQDA staffs and presentations to the Installation Planning Board. EP support includes solid waste management and operations, stormwater management, wellhead protection, and water conservation. Also included is preparation of environmental assessments of the real property master plan and major projects. (45%)

2. Controls and manages project milestones and budgets from planning through construction and initial operations. Reviews and analyzes cost reports to assure charges are authorized and appropriate; identifies unauthorized charges and assures corrective actions are taken for the ultimate disposition of inappropriate charges. Reviews installation, command, and customer program progress, measuring performance and taking necessary corrective actions to maintain agreed upon schedule and cost. Based on performance trends, forecasts schedule, budget, manpower, or quality problems and ensures proper resolution of issues raised. Reconciles customer concerns, assuring that all participating parties are informed of command program progress, issues and impacts. Reviews and approves, within authorities provided, project cost and schedule changes. Endorses all products produced in support of the project, and has the authority and responsibility to challenge those products. Manages installation, major command, and customer program contingency funds to ensure efficient and effective utilization. Provides status reports on installation, command, and customer programs assigned (progress, issues, and trends) to the district corporate leadership (Project Review Board). (30%)

3. Represents the ISO Chief serving as the ISOs primary point of contact for assigned installation, command, and customer programs with government agencies, organizations, sponsors/customers, Federal, state and local congressional interests, and other external higher authorities. Responsible for keeping the customer fully informed of progress, issues and their impacts on costs. Assures that customer or other agencies' participation in the project is in accordance with the agreed upon management plan. Assures that customer commitments including cash payments and in-kind services are being maintained. Assures that customer fiscal status remains secure and in accordance with established policies. Assures early identification of customer problems or issues and facilitates the resolution of identified problems or issues in the most appropriate manner. Responsible for the development of all required customer and Corps of Engineers agreements, leading the negotiation of such agreements on the part of the Corps of Engineers. (25%)

Performs other duties as assigned.

FACTOR I. Knowledge Required by the Position -**Level 1-8 - 1550 Points**

- Mastery of architectural concepts, principles, and practices sufficient to permit the incumbent to serve as a project manager of major military maintenance and repair projects from the preliminary planning stage through the design, repairs and equipment installation stages to the point of occupancy.
- Knowledge and skill sufficient to apply the latest developments in building design in solving problems not readily treated by accepted methods.
- Knowledge of and skill in applying concepts and procedures inherent in or associated with project management, financial management, and procurement to achieve project goals and objectives.

FACTOR 2. Supervisory Controls -**Level 2-4 - 450 Points**

- The supervisor gives assignments in general terms and indicates priorities and overall objectives. The employee is considered to be a specialist in the field and is expected to exercise judgement in independently analyzing and developing solutions to the project objectives. The incumbent is accountable for the decisions made, which are not normally reviewed in detail for technical adequacy.

FACTOR 3. Guidelines -**Level 3-4 - 450 Points**

- Guidelines used include all the standard technical material available, i.e. DOD, DA, USACE policies and regulations, standard textbooks, and guide specifications as well as various specialized technical publications. The employee is frequently confronted with problems for which these guidelines are inadequate or sometimes non-existent, requiring the employee to exercise judgement and resourcefulness in modifying and extending traditional criteria as may be related to critical risk and cost factors, latent conditions developing at advanced repair stages, etc.

FACTOR 4. Complexity -**Level 4-5 - 325 Points**

- Assignments involve overall responsibility for the project management of major military maintenance and repair projects required by U.S. Army military installations in the ISO regional area. These projects typically involve difficult or unusual negotiations or coordination concerning technical, socio-economic, administrative, or other aspects, e.g., compromises between a theoretically ideal method and a more economical but technically less satisfactory one; unfavorable local conditions that preclude use of standard methods or practices; economic, social, or ecological benefits that could be derived as compared with estimated costs involved; public interest or urgency compared with federal, state, local, or economic restraints; and conflicting interests and opinions between the U. S. Army Corps of Engineers and the client and state governments or their consultants, or a state and its local governments and citizenry. The incumbent's action constitutes initial and, in many instances, the final recommendation or decision concerning the technical adequacy and cost effectiveness of the building's design and repair.

FACTOR 5. Scope and Effect -**Level 5-4 225 Points**

- The purpose of the work is to coordinate and integrate all elements of the project to assure that schedules meet execution goals, design costs are within targets, repair costs are minimized, and that all activities related to design quality

are performed. Work has a significant impact on usability, maintainability, operating, costs, and energy consumption of facilities repaired by the ISO on military installations. Further, unique problem solutions are shared for use by other districts requesting assistance. The work especially contributes to effective repair by providing timely solutions to exigent problems occurring during the repair phase.

FACTOR 6. Personal Contacts –

Level 6-3 - 60 Points

- Contacts are with officials, managers and other engineers within the ISOs technical and management personnel of the using activity, engineers of private architect-engineer consultants, equipment manufacturers and suppliers, and contractors.

FACTOR 7. Purpose of Contacts -

Level 7-3 - 120 Points

- Contacts are to exchange or obtain information, coordinate and establish project objectives, and resolve problems. Contacts often require the employee to influence or persuade engineers and managers to adopt technical view points and approaches about which there are disagreements.

FACTOR 8. Physical Demands -

Level 8-1 – 5 Points

- Occasional physical activity is required for on-site data gathering, during field surveys, and quality assurance inspection.

FACTOR 9. Work Environment -

Level 9-1 – 5 Points

- Work is performed primarily in an office setting, although there are visits to project sites.

TOTAL POINTS - 3190